

## FRONTLINE (AESOP) SUBSTITUTE DISPATCHING SYSTEM

After you have been hired, Substitute Services can only add you to AESOP once your HR tech sets you up in our payroll system. It may be close to the start of school (or even after) before we can establish your AESOP teacher record. CHECK OCCASIONALLY TO SEE IF YOU ARE SET UP IN AESOP.

### Frontline Account:

Username is set by you the first time you sign in.  
Password must contain at least eight characters with numbers and letters.  
We can reset your password for you.

**You can now use the Frontline App to access AESOP  
Use your Frontline Username and Password to login**

### BENEFITS...

AESOP is available 24 hours a day, seven days a week  
You can enter an absence in advance  
You can assign your substitute to your absence

When you enter an absence using the AESOP website:

- 1) you can provide notes for your substitute to follow
- 2) you can upload lesson plans for substitutes to review

### RECORDING YOUR NAME AND ASSIGNMENT

**If AESOP prompts you, you will need to make a voice recording.**

- 1) Dial 1-800-942-3767
- 2) Enter your Phone Number and PIN. (Your school secretary can give you this information)
- 3) Record/re-record your name and assignment  
You will hear: "To review or change your personal information, Press 5."  
Record only your first and last name and title (Grade and subject).  
Substitutes who pick up assignments on the phone will hear this recording.

**IMPORTANT:** If you change your name or grade/subject, re-record this information.

### ENTERING AN ABSENCE IN FRONTLINE

You may use the Frontline app or website or phone system to enter your absence. You will be asked to supply the date, number of days, reason for absence, and the start/end times of the class. You will receive a confirmation number once you log your absence.

**Web site:** [www.aesoponline.com](http://www.aesoponline.com)

**or**

**Phone system:** 1-800-942-3767

### HELPFUL TIPS

#### START/END TIMES

When inputting your start/end times, please use your actual class start/end times. Substitutes are instructed to arrive ½ hour before the time given in the AESOP system. If you have yard or bus duty, ensure the start/end times reflect this additional time.

#### ASSIGNING A SUB

Before assigning a substitute to your absence, you must contact the substitute to ensure they can accept the assignment. The AESOP system will not call the substitute automatically.

### IF YOU NEED HELP...

If you need assistance with the AESOP system, call Substitute Services at 348-0231 or email us at [AESOP@washoeschools.net](mailto:AESOP@washoeschools.net).